

Maryland Geothermal Heat Pump Grant Program
Terms and Conditions
Maryland Energy Administration (MEA)
January 2010

Applications are currently being accepted for the Fiscal Year 2010 Geothermal Heat Pump Grant Program. Upon receipt of application, MEA will review to ensure that applicant is qualified to receive a grant. If the applicant is deemed qualified, MEA will notify the applicant by mail that they have been approved. Approvals for grants are issued on a first come, first serve basis. Applications will continue to be reviewed on an ongoing term until funds are fully committed.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Geothermal Heat Pump Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

A limited number of grants are available to Maryland individuals and businesses. Grant amounts are up to a maximum grant amount of \$3,000 for residents and \$10,000 for businesses.

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following steps are required in order to submit a complete Geothermal Heat Pump Grant Application

- Complete, sign, and date the 2-page Application Form
- Sign and date this Terms and Conditions Form
- Complete the Maryland Historical Trust Project Review Form
- Submit a signed cost estimate, purchase order, invoice, or letter of intent
- Submit an itemized list of components
- Submit a site plan exhibiting location of wells and loops (Aerial image from Google Earth, Google Maps, digital photo or print photo are all acceptable as long as location of work is clearly marked)

Application

The application form can be accessed through MEA's geothermal grant Web site www.energy.state.md.us/programs/renewable/geothermalgrant. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 for additional information.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is also required. This may be provided on a separate form and enclosed with the application. If there are any questions, please send an e-mail to -Attention- Geothermal Heat Pump Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded. MEA also reserves the right to fund an applicant at an amount lower than requested.

Review and Award Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a geothermal project. It is possible that some

applications may be deemed ineligible based on site conditions. The review criteria are a first-come, first-served basis for qualified applications.

MEA will notify qualified applicants by mail, informing the applicant that they have been approved and are now “official program participants.” The program participant has nine months from the date of notification to complete the project and provide to MEA the Completion Certificate and accompanying documentation, or risk losing their grant.

Please note: If the system has already been installed prior to submitting an application to MEA, the project is still eligible for a grant, as long as the system was placed in service during the same fiscal year (July 1, 2009 – June 30, 2010) that the application was submitted, and other terms and conditions are met. Please contact MEA for more information regarding previously-installed systems.

American Recovery and Reinvestment Act of 2009 (Federal Stimulus Funds)

Geothermal Heat Pump Grants are being funded in whole or in part with monies made available to MEA through the American Recovery and Reinvestment Act of 2009 (ARRA). ARRA-funded grants are subject to significant terms and conditions. These terms and conditions are listed in the attached “ARRA Addendum – Special Terms and Conditions for ARRA-Funded Grants (Revised January 2010)” and are expressly incorporated by reference to and made a part of these terms and conditions. **The program participant agrees and certifies by signature below that it has read and will abide by and comply with all the requirements contained in the ARRA Addendum, attached hereto.**

Maryland Historical Trust Review

Federal law provides that all applicants for a Maryland Geothermal Heat Pump Grant must have their proposed project approved by the Maryland Historical Trust (MHT) to ensure that the project will have no adverse effect on properties deemed historically significant. Applicants must complete MHT’s Project Review Form and submit the completed form and all supporting documentation to MEA for processing. MEA will submit the documents to MHT on the applicant’s behalf. The Project Review Form is available at:

http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf. Applicants should not begin installation of their geothermal energy system until they receive notification from MEA that they are eligible for a grant, and that their proposed project has passed MHT review.

Waitlist Procedure

Eligible applicants who are not approved for a grant due to insufficient funds will be placed on a waiting list. The order of the waiting list will be determined by the date that MEA receives their completed application. Applicants will remain on the waitlist until sufficient funding is made available. Waitlisted applicants will only be removed from waitlist at the applicant’s request, and will not be dropped even if the fiscal year expires

Completion Certificate

Upon completion of the project, the program participant must submit to MEA the Completion Certificate signed by the owner and the installer. The Completion Certificate must include a social security (SS#) number or a federal identification number (FID#) and must be accompanied by the required supporting documentation and information. The required supporting documentation includes:

- A copy of the final sales invoice(s), denoting actual price paid for unit and installation;
- A copy of system efficiency specification sheet
- A copy of the system warranty agreement

- Copies of all issued inspection documents, permits, or both, as provided by the local authority having jurisdiction;
- Completed prevailing-wage rate (Davis-Bacon) forms filled-in and certified by the system installer and any subcontractors of the installer (**only required if recipient is business, government entity or organization**);
- MEA also requests a photograph of installed unit.

MEA has the right to inspect all work prior to issuing payment of a grant.

Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.

Use of Personal Information

In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, MEA is required to advise you of the following.

(1) The information being requested by the Completion Certificate is necessary to document the completion of the project and to ensure payment of the grant upon completion of installation of a qualifying wind energy system generator.

(2) Failure to provide all required information terminates MEA's grant offer and any further obligation to you.

(3) Upon completion of installation, some of this information will be provided to other agencies of the State to process the payment of the grant.

(4) Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland's Public Information Act as set forth in Sections 10-611 *et seq.* of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.

(5) You may inspect, amend, or correct the information provided. However, after completion of the project and payment of the grant, any correction or amendment, which if disclosed prior to payment would have made the project ineligible for the grant, will be subject to a claim for reimbursement to the State and MEA.

Program Participant Certification

I hereby certify that I have read and understand, and will abide by, these Geothermal Heat Pump Grant Program terms and conditions, including the attached ARRA Addendum – Special Terms and Conditions for ARRA-Funded Grants (Revised January 2010). I understand that failure to abide by these terms and conditions may lead to MEA withholding or suspending, in whole or in part, funds awarded under this program, or recovering misspent funds.

Program Participant

Date